

Date Received: \_\_\_\_\_

### Checklist #1: Information Required for the Concept Plan and Concept Plan Review Process

**Applicability:** All proposed subdivisions, whether by condominium or subdivision plat, are required to be developed as a cluster subdivision, unless a conventional subdivision is permitted pursuant to Section 11.13. This Checklist is a guide for the development of subdivisions within the Town and does not waive any requirements of the Ordinance itself. The subdivision regulations can be obtained from the Town Clerk, in hard copy at the Town Hall or electronically at the Town’s website at [www.tn.norway.wi.gov](http://www.tn.norway.wi.gov). The Town Clerk can be reached by phone at 262-895-6335. This Checklist shall be submitted with all required documents and will be reviewed by the Town Engineer at the time of submittal. All information shall be submitted in hard copy and in an electronic format acceptable by the Town.

#### *Information Required from Subdivider*

Type of Proposed Land Division: \_\_\_\_\_ \*

NAME OF SUBDIVISION: \_\_\_\_\_

Property Location/Address: \_\_\_\_\_

Subdivider: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner (if different from Subdivider): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Subdivider’s Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

PROPERTY SPECIFICS: Current Zoning of Property: \_\_\_\_\_

Proposed Zoning Change: \_\_\_\_\_

Current Density Factor According to Town’s Land Use Plan: \_\_\_\_\_

Town \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Parcel ID# \_\_\_\_\_

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*(The following to be completed by the Town Engineer)*

#### **Pre-Development Agreement:**

**Yes**    **No**    Has Subdivider completed pre-development agreement. The agreement must be signed before action will be taken on the Concept Plan.

*Copy of executed agreement attached with receipt (Staff Initials): \_\_\_\_\_ Date: \_\_\_\_\_*

\*If a single family/condominium development is proposed, special attention is directed to Section 11.07(7)(j) for area requirements related to building pods and envelopes, and side, front, and back yards.

***The following checklist to be completed by the Subdivider and verified by Town Engineer.  
Town Engineer will provide response to Subdivider.***

Instructions: Complete Checklist using the following code: Y – Yes; N – No; N/A – Not Applicable. Make notes for Town Engineer’s review where necessary. Attach any additional information/data that you feel is necessary.

**Initial Submission:** Has the Subdivider:

Submitted a series of maps and descriptive information to the Engineer according to the criteria set forth below (mapping can be done in any combination of features as long as individual map components can be distinguished and the relationship between map components can be determined):

**1. Inventory and Mapping of Existing Resources.** The following should be mapped at a scale of no less than one inch = 50 feet:

- a. Topographic contours at 2-foot intervals.
- b. United States Department of Agriculture, Natural Resource Conservation Service soil type locations and identification of soil type characteristics such as agricultural capability, depth to bedrock and water table, and suitability for wastewater disposal systems. Identification of hydric soils (wetland soils).
- c. Hydrologic characteristics, including surface water bodies, floodplains, groundwater recharge, discharge areas (using existing data from local, state, federal sources; i.e., no new field work is required), wetlands, natural swales, drainage ways, and slopes of 20% or greater.
- d. Land cover on the site, according to general cover type (pasture, woodland, etc.), and stand-alone trees with a caliper of more than 24 inches measured four feet off the ground. The inventory shall include comments on the health and condition of the vegetation. Woodlands shall be classified as deciduous, coniferous, or mixed. Use state land or comparable cover type classifications and do on-site cover type analysis.
- e. Known critical habitat areas for rare, threatened or endangered species.
- f. Views of the site, including views onto the site from surrounding roads, public areas and elevated areas, including photographs with a map indicating the location where the photographs were taken.
- g. Mapping of offsite adjacent ecological, hydrological, recreational, and cultural resources.

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**2. Net Density Calculations:** Has the Subdivider submitted net density calculations?

Net Density means the number of dwelling units permitted in the subdivision.

- (1) Derive the net acreage for the parent parcel by subtracting from the gross acreage of the parent parcel the acreage consisting of the following: any land defined to be unsuitable under section 11.04(5), existing dedicated or reserved street rights-of-way, restrictive utilities rights-of-way, and navigable streams, ponds or lakes;
- (2) Determine the density factor as permitted for the parent parcel, taking into account the town preference, if any is indicated on the land use ordinance, as well as adjustments made by the town board to ensure a density factor that is consistent with the surrounding neighborhood; and
- (3) Multiply the net acreage result under subsection (1) times the applicable density factor under subsection (2) to obtain the net density for the parent parcel.

In the event that the net density calculation produces a fractional result, normal rounding rules shall apply (i.e., percentages of one-half and greater are rounded up to the next highest whole number, and percentages of less than one-half are rounded down to the next lowest whole number).

Notes: \_\_\_\_\_  
\_\_\_\_\_

**3. Site Analysis and Concept Plan:**

- Has the Concept Plan been submitted as an overlay to the inventory map?
- Has the Subdivider submitted a Concept Plan including at least the information set forth below at a scale of no less than one inch = 50 feet:
  - a. Open space areas indicating which areas are to remain undeveloped, areas for interior open space, and trail location.
  - b. Boundaries of areas to be developed and proposed general street and lot layout.
  - c. Number and type (i.e., single-family, multi-family) of housing units proposed.
  - d. Proposed methods for and location of water supply, stormwater management (e.g., best management practices) and sewage treatment.
  - e. Inventory of preserved and disturbed natural features and prominent views.
  - f. Preliminary Development Envelopes showing areas for lawns, pavement, buildings, and grading.
  - g. Proposed methods for ownership and management of open space.
  - h. Formal open spaces indicating parks, easements, trail routing and drainage easements.
  - i. Integration of ecological restoration, buffers, and stormwater treatment train.

Notes: \_\_\_\_\_  
\_\_\_\_\_

**4. General Location Map.** Has the Subdivider submitted a map (this information may be presented on an aerial photograph at a scale of no less than 1 inch: 400 feet) showing the general outlines of:

- Existing buildings.
- Land use.
- Natural features such as water bodies, wooded areas, roads, and property boundaries within 500 feet of the tract.

Notes: \_\_\_\_\_  
\_\_\_\_\_

**5. Evidence of Ownership and Survey.** Has the Subdivider submitted a copy of the following at the same time to the town attorney , the proposed conservation easement holder , and town engineer  :

- A report of title from a title company acceptable to the town showing current ownership of the property proposed to be developed and all encumbrances, together with copies of all easements, covenants, liens and any other encumbrances, defects or clouds on the title appearing in the public record or known to the subdivider or owner of record.
- A land survey by a registered land surveyor showing encumbrances of record including the requirements as specified in Sec. 11.07(1)(a)4.

Date Received: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

6. **Phase I Environmental Site Assessment.** Has the Subdivider submitted to the town  and to the proposed conservation easement holder  (with all costs incurred for the assessment borne by the Subdivider):

A phase I environmental site assessment in compliance with ASTM Standard E1527-00 “Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process”.

7. **Adjacent Land Owner Notice.** Has the Subdivider submitted:

Notice of Plan Commission meeting, including date, location, time and agenda. The subdivider must provide written notice of the Plan Commission meeting to all adjacent landowners to the parent parcel at least seven days in advance of the meeting to permit members of the public an opportunity to speak as to the proposed concept plan. The notice must be by certified mail, return receipt requested. The subdivider shall provide copies of the mailings and return receipts to the clerk prior to the Plan Commission meeting. Failure of the subdivider to provide such notice may, at the option of the Plan Commission, result in all discussions concerning the submittal being deferred to the next regularly scheduled Plan Commission meeting.

8. **Permission to Enter.** Has the Subdivider granted permission for town officers, employees and agents to enter upon the subject property in furtherance of their official duties of review? If so the Subdivider must sign and date below.

Subdivider’s signature: \_\_\_\_\_ Dated: \_\_\_\_\_

*(The Following to be completed by Town Engineer.)*

**Review of the Concept Plan:** The following is a guide of what you can expect from the review of the concept plan. Questions should be directed to the town engineer.<sup>1</sup>

1. The town engineer shall determine whether the entire submittal is complete within 30 days following the filing of a submittal by using the Ordinance and completing this checklist. The town engineer will contact the subdivider regarding additional information required if the submittal is incomplete. No action will be taken by the town on incomplete submittals.

*Application Complete – Town Engineer Initials:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Other Action Taken:* \_\_\_\_\_

2. Within 30 days of the date the submittal is determined complete, the clerk shall place the submittal on the agenda of the next regularly scheduled Plan Commission meeting.

*Meeting Date:* \_\_\_\_\_

3. Prior to the Plan Commission meeting, the town engineer and any other municipal officials may schedule a site visit with the subdivider to review the existing features of the site and the concept plan.

*Was there a site visit?    Yes    No*  
*If Yes, complete the following:*

*Date Site Visit with Subdivider Completed:* \_\_\_\_\_

<sup>1</sup> Once the Concept Plan review process is complete and the Subdivider has met the requirements of the Ordinance based on the review, the Preliminary Plat may be submitted pursuant to Sec. 11.08. Obtain a copy of Checklist #2 to guide you through the Preliminary Plat submittal and approval process.

Date Received: \_\_\_\_\_

Attendees: \_\_\_\_\_

- 4. The town engineer will provide a written report informing the subdivider and the Plan Commission of his/her evaluation of the submittal and any additions, changes, or corrections to the concept plan.

*Report Prepared by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Date Report Mailed to the Subdivider and Planning Commission:* \_\_\_\_\_ *Initials:* \_\_\_\_\_

- 5. Staff from appropriate county and state agencies may also be requested by the Town to review the submittal under Sec. 11.07(1)(b).

*Town requested Review by:* \_\_\_\_\_

*Date Reviewed:* \_\_\_\_\_

- 6. The subdivider provided written notice by certified mail, return receipt requested, of the Plan Commission meeting to all adjacent landowners to the parental parcel at least seven days in advance of the meeting to permit members of the public an opportunity to speak as to the proposed concept plan. The subdivider provides copies of the mailings and return receipts to the clerk prior to the Plan Commission meeting. Failure of the subdivider to provide such notice may, at the option of the Plan Commission, result in all discussions concerning the submittal being deferred to the next regularly scheduled Plan Commission meeting.

*Date Notice Mailed to Adjacent Land Owners:* \_\_\_\_\_ *Initials:* \_\_\_\_\_

*Date Clerk received Copies of the Mailings:* \_\_\_\_\_

- 7. The Plan Commission shall review the concept plan and other documents submitted and request adjustments, if deemed necessary, based upon the town engineer’s report, consideration of the natural features of the site, the town’s land use ordinance, available neighborhood plans, available or anticipated infrastructure, and the density of the surrounding areas. The town board is not bound by the Plan Commission review and any requested adjustments.

*Date Plan Commission Reviewed the Concept Plan:* \_\_\_\_\_

*Adjustments Requested:* \_\_\_\_\_ *Initials:* \_\_\_\_\_

If yes, attach copy of minutes.